

Microsoft® Office Excel 2007

Level 2 – Building Productivity

Courseware #: 6264

Exam 77-602

Course Description

Microsoft® Office Excel 2007 - Level 2 teaches students how to apply basic skill sets along with some intermediate to advanced functions to manage and audit numerical reports. Students will work with various functions to perform specific types of calculations, customize charts, work with pictures or shapes in a worksheet, customize formatting for specific types of data, and look at various features for managing different types of lists using a table or database format.

Students who complete this course can be on their way to preparing for a Microsoft Certified Application Specialist exam. By completing the other levels available for this application students will have reviewed all of the exam objectives.

Course Length

The Microsoft Business Certification Series can adapt to meet various course length requirements. There are two types of exercises in this book, Learn the Skill and Practice the Skill (refer to the Conventions and Graphics section to identify the different icons used for each type).

For the shortest course lengths, students can perform just the Learn the Skill exercises.

For longer course lengths, students can complete both the Learn the Skill and Practice the Skill exercises.

Instructors should refer to the Instructor Resources for this book to learn more about how the material can be adapted.

Course Prerequisites

This course is a continuation of the *Microsoft Office Excel 2007 - Level 1* courseware, in which you were introduced to the basic concepts and skills for creating and manipulating common types of worksheets.

Students who wish to become proficient using the intermediate features of *Microsoft Office Excel 2007* will benefit from taking this course.

Course Objectives

After completing this course, you will be able to:

- ✎ understand what a function is
- ✎ use the correct syntax to insert functions
- ✎ use math and trigonometric, statistical, financial, logical, date and time, text, or information functions
- ✎ draw different types of objects
- ✎ insert and modify graphics such as picture or SmartArt
- ✎ customize chart elements.
- ✎ create and customize trendline charts
- ✎ audit a worksheet by finding and identifying errors

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- ↵ align data in a cell using a variety of methods
- ↵ use the Format Painter to duplicate formatting
- ↵ hide or unhide rows, columns, or workbooks
- ↵ customize formats for numbers, dates, scientific or text data types
- ↵ apply conditional formatting using a variety of rules
- ↵ create and manipulate a table
- ↵ apply cell styles and Quick Styles
- ↵ use formulas in tables
- ↵ convert a list to a table list
- ↵ name, modify or delete a named range
- ↵ understand basic database concepts and terminology
- ↵ create a database
- ↵ use different filter features to find specific data
- ↵ use some of the functions for databases such as creating totals or averages

Course Outline

About This Courseware

Courseware Description

Course Design

Course Objectives

Conventions and Graphics

Lesson 1: Using Functions

Lesson Objectives

What are Functions?

Using Math and Trigonometric Functions

Using Statistical Functions

Working with Financial Functions

Using Logical Functions

Using Date and Time Functions

Using Text Functions

Using Information Functions

Using Advanced Functions

Lesson Summary

Review Questions

Lesson 2: Working with Illustrations

Lesson Objectives

Drawing Shapes

Using SmartArt Graphics

Modifying Drawing Objects

Lesson Summary

Review Questions

Lesson 3: Customized Charts

Lesson Objectives

Customizing Charts

Using Trendlines

Auditing a Worksheet

Lesson Summary

Review Questions

Lesson 4: Customized Formatting

Lesson Objectives

Aligning the Cell Contents

Using the Format Painter

Hiding/Unhiding Data

Using Cell Styles

Looking at Custom Cell Formats

Applying Conditional Formatting

Lesson Summary

Review Questions

Lesson 5: Working with Tables

Lesson Objectives

Using Tables

Working with Named Ranges

Lesson Summary

Review Questions

Lesson 6: Working with Databases

Lesson Objectives

Working with Databases

Filtering Information

Using Database Functions

Sorting Data

Lesson Summary

Review Questions

Appendices

Appendix A: Prerequisites

Appendix B: Answers to Review Questions

Appendix C: Microsoft Office Excel 2007

Exam Objectives

Appendix D: Glossary of Terms

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